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MINUTES

OF THE

CIA CAREER COUNCIL

2nd Meeting, Thursday, 30 September 1954, at 4:00 P.M.  
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, AD/P, Chairman  
25X1A9a Robert Amory, DD/I, Member  
Matthew Baird, DTR, Member  
25X1A9a [REDACTED] COP-DD/P, Alternate for DD/P,  
Member  
Lyman B. Kirkpatrick, IG, Member  
25X1A9a [REDACTED] AD/CO, Member  
Lawrence K. White, DD/A, Member  
25X1A9a [REDACTED] Executive Secretary  
[REDACTED] Reporter

1. The minutes of the first meeting of the Career Council were approved as distributed.

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2. The Council reconsidered the eligibility criteria prescribed in paragraph 3 of Notice [REDACTED] dated 26 May 1954, "Career Development of Junior Personnel", with particular regard to the joint proposal dated 20 September 1954 (item 2 on the Agenda) from the Assistant Director for Personnel and the Director of Training concerning membership in the Career Staff as a prerequisite for selection into the Junior Career Development program and with particular regard to the proposal dated 29 September 1954 (distributed at the meeting) from the Deputy Director (Administration) concerning the requirement for BIC training and the possession of a bachelor's degree as prerequisites for consideration. It was agreed that Notice [REDACTED] should be amended to read

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"3. ELIGIBILITY CRITERIA:

- e. Have preferably completed a training course in basic intelligence, such as BIC.
- f. Possess at least a Bachelor's degree from an accredited college or university or its equivalent in terms of either satisfactory Agency experience or a combination of formal education and such experience."

(Underlining in the above indicates new language).

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It was further agreed that decision on the proposal to make membership in the Career Staff a prerequisite for consideration for selection into the Program for Career Development of Junior Personnel (item 2 on the Agenda) would be deferred for six months during which time the present criteria d and g of paragraph 3 of Notice [REDACTED] would be maintained.

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3. With regard to the two Career Development Programs a) the Career Development Slot" Program, approved by the DCI on 28 July 1953, and utilizing 40 slots on the T/O of the Office of Training earmarked for this purpose and b) the "Program for Career Development of Junior Personnel" set forth in Notice [REDACTED] dated 26 May 1954 and using JOT slots on the T/O of the Office of Training, it was agreed to simplify and centralize the administration of these programs. Specifically the proposals contained in the memorandum "Requests for Career Development Positions" from Chief, Career Service Staff, dated 20 September 1954 (item 3 on the Agenda) indicate the necessity for

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a. Recognizing a "Senior" Career Development Program with 40 slots available at present and a "Junior" Career Development Program with 30 slots available at present.

b. Revision of Agency Regulations to re-establish authority for the Senior Program which lapsed when [REDACTED] was recently reissued.

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c. Assignment of authority to approve requests for slots or to approve applications to a Career Development Committee (essentially the Committee for Career Development of Junior Personnel established in Notice [REDACTED] but with its administrative powers enlarged to provide jurisdiction henceforth over the "Senior" program).

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d. Establishment of standards for the administration of the two programs.

e. Centralization within the Office of Training and the Office of Personnel respectively of administrative responsibilities and issuance of clear procedures to the "customers" in the Agency enabling them to better utilize the two programs.

The Office of Personnel and the Office of Training were asked to implement these matters as speedily as possible.

CONFIDENTIAL

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4. With regard to the proposal to raise the T/O of the Junior Officer Training Program from 90 to 150 it was agreed that the JOT program was fulfilling a highly essential need in the Agency and would be supported in all possible ways. It was agreed, however, that to raise the T/O by such a large increment at this time was not desirable. As recruitment progresses and as slots become obligated the T/O should be gradually increased to provide room for expansion of the program. It was agreed that the Office of Training, the Office of Personnel and the Office of the Deputy Director (Administration) would prepare a staff study that would put these principles into effect.

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5. The proposed regulation [REDACTED] "Employee Welfare Fund" was distributed for reference in connection with Mr. Kirkpatrick's remarks on Welfare Funds. After considerable discussion of the various ways in which this matter could be handled it was agreed that such a regulation should not be issued. Controls, authorities and procedures necessary to the handling of Welfare Funds should be established by staff study or memoranda approved by competent authority rather than by regulatory issuances. A brief notice on Financial Assistance for issuance to all employees should be prepared by the Office of Personnel in conjunction with the General Counsel and returned to the Career Council for approval. It was agreed that the two funds, representing on the one hand Government Services, Inc. money and on the other hand contributions to the specialized organized corporation of friends of the Agency, would not be commingled. It was felt that the Credit Union was the proper organization to make small loans to needful employees. It was agreed that the Career Council itself would serve as the senior internal welfare advisory board.

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[REDACTED]

7. The question of a senior officer from the Office of Personnel attending the Career Service Board meetings of the principle components of the Agency was discussed.

8. It was agreed to discuss the best time for subsequent meetings of the Council at its next meeting which would be held at 4:00 P. M. on Thursday, 7 October.

9. The meeting adjourned at 5:10 P. M.

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[REDACTED]

Executive Secretary

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